



Governor's Office of Faith-Based and Community Initiatives

Alabama Disaster Case Management Program (ALDCMP)

Position Description

Position: Construction Cost Analyst

Location: Montgomery, AL

Salary: \$30,000 per year

The Construction Cost Analyst works as a part of the State team on the ALDCMP to support the disaster case managers serving tornado survivors in Alabama. The Construction Cost Analyst will report directly to the ALDCMP Program Director and liaison with local Provider Level Agencies and local Long Term Recovery Committees. This position will require extensive in-state travel.

This is an 18 month appointed with the State of Alabama. This is a non-merit position. Candidate is eligible for state benefits including: annual and sick leave, retirement and health insurance.

Summary: Review, analyze, provide recommendations and/or negotiate with contractors regarding cost estimates for structural/construction repairs/rebuilds resulting from tornado damage.

Responsibilities: Visit the site, gather and record information on access to the site; surface topography and drainage, and the availability of electricity, water, and other services.

Develop an analysis of the condition of the structure prior to the tornado and construction needed to restore the structure to the pre-tornado condition.

Determine the quantity of materials and the labor required to restore the structure to pre-tornado condition. This process, called the quantity survey or "takeoff," involves completing standard estimating forms, filling in dimensions, numbers of units, and other information.

Prepare a cost summary, which includes the costs of labor, equipment, materials, subcontractors, overhead, taxes, insurance, markup, and any additional costs that may affect the project.

Review construction cost estimates and compare with analysis.

Work with homeowner to request modifications to cost estimate if needed.

Provide homeowner with a checklist to monitor progress and cost on construction project.

Education:

Bachelors or associate degree in construction management, building science or construction science preferred.

Construction and cost estimation experience required and may substitute for a degree based on years of experience.